

## **PLANNING INSPECTOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Planning Inspector exists is to perform technically skilled field inspections to ensure that all project stipulations, Environmentally Sensitive Lands and Native Plant ordinance requirements and onsite grading and drainage requirements are complied with on all new construction projects in the Planning and Development Services Department. This classification is not supervisory. Work is performed under general supervision by the Planning Inspection Manager.

### **ESSENTIAL FUNCTIONS**

Inspect new sub-division, multi-family and commercial projects for compliance with project stipulations, Environmentally Sensitive Lands and Native Plant ordinance and onsite grading and drainage requirements.

Inspect new single-family home construction for compliance with approved grading and drainage plans, Environmentally Sensitive Lands and Native Plant ordinances.

Ensure that proper techniques are followed in the native plant relocation process.

Inspect landscaping on commercial projects and projects within the Public Right for compliance with approved plans.

Inspect landscape irrigation systems on all projects within the Public Right-of-Way.

Investigate and respond to citizen complaints and concerns.

Keep accurate daily records.

Operates a City vehicle to conduct on-site inspections and/or attend meetings.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Landscape irrigation systems, landscaping, native desert plant relocation practices, and general construction practices.

Ability to:

To work outdoors in all types of weather conditions.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with city staff, co-workers, contractors, developers, engineers, architects, as well as citizens to resolve a wide variety of planning and construction related issues.

Listen and communicate effectively both verbally and in writing with a diverse group of people. Read and interpret zoning ordinances, M.A.G. Specifications, and construction plans and documents.

Maintain regular consistent attendance and punctuality.

Operate a City vehicle to drive to and from job sites and meetings.

**Education & Experience**

Any combination of education and experience equivalent to three years experience in Urban Planning, Landscape Architecture, landscaping and /or the inspection of such disciplines in a field construction environment.

Requires possession of a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified